United Nations ST/SGB/1999/22

Secretariat

23 December 1999

Secretary-General's bulletin

Organization of the United Nations Centre for Human Settlements (Habitat)

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Centre for Human Settlements (Habitat),[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1999/20, entitled "Organization of the United Nations Office at Nairobi".

Section 2
Functions and organization

2.1 The United Nations Centre for Human Settlements (Habitat):

(a) Provides advice and support to the Secretary-General in the discharge of his or her global responsibilities relating to human settlements issues;

(b) Provides substantive support to the Commission on Human Settlements as its secretariat and serves as the focal point for action and coordination of human settlements activities in the United Nations system;

(c) Serves as the focal point within the United Nations system for the implementation of the Habitat Agenda;[2]

(d) Assists Member States in providing, through the Commission on Human Settlements, the Economic and Social Council and the General Assembly, a coordinated framework for promoting and monitoring the implementation of the Habitat Agenda;

(e) Assists the Secretary-General in enhancing the policy coherence and coordination of human settlements programmes planned and carried out by the United Nations system and assists the Commission on Human Settlements in keeping those programmes under review and assessing their effectiveness;

(f) Promotes cooperation and partnerships with local authorities, non-governmental organizations and major groups in civil society in the implementation of the Habitat Agenda at the global, regional, national and local levels;

(g) Promotes the sharing and transfer of experience through the monitoring of human settlements indicators and learning from best practices in the implementation of the Habitat Agenda at the local, national, regional and global levels and feeds back the lessons learned and experiences gained in improving human settlements conditions at the country level into global policy development processes;

(h) Provides advisory services and implements human settlements projects and programmes at the request of Member States focused on strengthening in-country capacity to achieve adequate shelter for all and sustainable human settlements development;

(i) Serves as the focal point for the global exchange of information on human settlements and public-awareness activities.

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2.2 The Centre is divided into organizational units, as described in the present bulletin.

2.3 The Centre is headed by an Executive Director. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their functions as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General.

3.2 The Executive Director is responsible for all activities of the Centre, as well as its administration; he or she advises the Secretary-General on issues falling within the competence of the Centre; provides overall direction on substantive and managerial matters, including the preparation and implementation of the work programme; provides overall direction to the fund-raising and resource mobilization activities of the Centre, including direct involvement where appropriate; ensures the substantive servicing of the Commission on Human Settlements, including the preparation of policy reports to the Commission; defines broad strategies to promote and support policy advocacy activities; initiates and coordinates policy dialogue with Governments, local authorities and other partners in the implementation of the Habitat Agenda; and ensures that all possible synergies within the Nairobi location are fully utilized.

3.3 The Executive Director serves as the Administrator of the United Nations Habitat and Human Settlements Foundation.[3]

Section 4
Office of the Executive Director

The Office of the Executive Director is headed by a Chief, who is accountable to the Executive Director. The core functions of the Office are as follows:

(a) Providing support and advice to the Executive Director in the day-to-day management of the Centre, as well as in carrying out his/her other duties and responsibilities;

(b) Supporting the efficient information flow within the Centre;

(c) Maintaining a schedule of staff travel plans and the status thereof;

(d) Ensuring compliance with United Nations regulations, rules and procedures, maintaining liaison with United Nations Headquarters, and analysing and disseminating relevant decisions of the General Assembly and the Economic and Social Council which affect the work of the Centre.

Section 5
Global Division

5.1 The Global Division is headed by a Director, who is accountable to the Executive Director. The Director of the Division also serves as the Deputy Executive Director of the Centre.

5.2 The Division consists of two branches, namely the Shelter Branch and the Urban Development Branch. Each branch is headed by a Chief, who is accountable to the Director of the Division.

5.3 The core functions of the Division are as follows:

(a) Promotion of sustainable shelter policies and sustainable urban development policies;

(b) Overall responsibility for the Global Campaigns on Secure Tenure and Urban Governance, managed within the Strategic Vision of the Centre;

(c) Coordination of global programmes and incorporation of experience and information into the normative work of the Centre;

(d) Development of global policy capacity and outputs of the Centre, including international conventions, legislative guidelines and norms and standards;

(e) Promotion of cooperation with scientific and research institutions regarding development of policy options;

(f) Promotion of substantive dialogue and partnerships among governmental authorities, community organizations, non-governmental organizations and the private sector in order to improve and strengthen national and local capacities in urban management and shelter policy;

(g) Provision of appropriate support to regional activities;

(h) Provision of expert advice and support to Member States and partners in the field of human settlements generally.

Section 6
The Urban Secretariat

6.1 The Urban Secretariat is headed by a Chief, who is accountable to the Executive Director, through the Director of the Global Division.

6.2 The core functions of the Urban Secretariat are as follows:

(a) Providing monitoring and analytical support to the substantive work of the Centre, especially on cross-cutting issues;

(b) Maintaining and strengthening the Centre as the global focal point for the implementation of the Habitat Agenda, especially with regard to monitoring, assessment and the dissemination of best practice;

(c) Designing of the systems and procedures required to perform its coordinating functions in association with the Planning and Coordination Office;

(d) Providing a comprehensive system for the capturing and management of relevant information, data and statistics, making such information available in accessible form to staff and partners;

(e) Assisting in the identification of emerging or existing regional and global trends that may have an impact on the work of the Centre;

(f) Promoting the establishment of networks of intellectual and substantive support for the Centre, and ensuring the servicing of such networks;

(g) Devising methods and procedures for the structured analysis of project and programme information, including information from the regional offices, and for the regular dissemination of such analyses within the Centre;

(h) Assisting in identifying methods and procedures to improve the quality of internal debate within the Centre, and promoting the rigorous exchange of ideas, including the involvement of partners where appropriate;

(i) Providing support and advice on the strategic use of information in strengthening the Centre's role as an advocacy agency.

Section 7
Regional and Technical Cooperation Division

7.1 The Regional and Technical Cooperation Division is headed by a Director, who is accountable to the Executive Director.

7.2 The Division consists of regional offices and a Technical Advisory Branch. Each regional office is headed by a Chief, who is accountable to the Director of the Division. The Director of the Regional and Technical Cooperation Division also serves as Chief of the Technical Advisory Branch.

7.3 The core functions of the Division are as follows:

(a) Providing support to the regionalization of the global campaigns and ensuring the incorporation of the regional dimension into the global campaigns;

(b) Providing support to the development of urban strategies at the regional and national levels;

(c) Assisting the regional offices in the establishment, promotion and support of regional networks;

(d) Providing support to local authorities in their regional activities;

(e) Ensuring the exchange of experience and information between headquarters and regional offices and ensuring the incorporation of regional lessons into the Centre's policy and work programme;

(f) Providing technical cooperation services upon request from Governments;

(g) Providing implementation capacity and advice to other organizations within the United Nations system, particularly to the United Nations Environment Programme;

(h) Providing technical advice on matters relating to land, housing, finance, disaster management, infrastructure, urban governance, etc.

Section 8
Programme Support Division

8.1 The Programme Support Division is headed by a Director, who is accountable to the Executive Director.

8.2 The Division consists of the Planning and Coordination Office and the Resource Mobilization and External Affairs Unit. The Director of the Division also serves as the head of the Planning and Coordination Office. The Resource Mobilization and External Affairs Unit is headed by a Chief, who is accountable to the Director of the Division.

8.3 The core functions of the Division are as follows:

(a) Ensuring that the Centre utilizes effective planning practices and procedures, and keeping these under constant review;

(b) Ensuring the sound financial and administrative management of the Centre, including the coordination of the medium-term plans and work programmes;

(c) Taking overall responsibility for ensuring the design of a comprehensive fund-raising policy and for overseeing and managing the fund-raising activities of the Centre;

(d) Ensuring the proper servicing of funding partners and compliance with agreements;

(e) Providing overall direction and guidance on the allocation and management of resources within the Centre;

(f) Ensuring the effective and systematic evaluation of the work programme and related activities;

(g) Taking responsibility for the Centre's support services, keeping them under constant review and initiating changes as appropriate;

(h) Coordinating intergovernmental meetings, including the sessions of the Commission on Human Settlements;

(i) Coordinating the Centre's collaboration with United Nations agencies as well as with major interest groups such as local authorities, parliamentarians, non-governmental organizations, trade unions and the private sector.

Section 9
Final provisions

9.1 The present bulletin shall enter into force on 1 January 2000.

9.2 Secretary-General's bulletin ST/SGB/168 of 12 October 1978, entitled "Establishment of the United Nations Centre for Human Settlements" is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The United Nations Centre for Human Settlements (Habitat) was established by the General Assembly in its resolution 32/162 of 19 December 1977 with its headquarters in Nairobi to service the Commission on Human Settlements and to serve as a focal point for human settlements and coordination within the United Nations system.

[2] The Habitat Agenda and a plan of action for its implementation was adopted by the United Nations Conference on Human Settlements (Habitat II) held at Istanbul, Turkey, in June 1996. It was endorsed by the General Assembly in its resolution 51/177 of 16 December 1996.

[3] The United Nations Habitat and Human Settlements Foundation was established by the General Assembly in its resolution 3327 (XXIX) of 16 December 1974. It became an integral part of UNCHS (Habitat) as directed by the General Assembly in its resolution 32/162 of 19 December 1977.